



**south dakota**  
**DEPARTMENT OF EDUCATION**  
**Learning. Leadership. Service.**

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**TO:** Authorized Representatives  
School Nutrition Programs

**FR:** Sandra Kangas, Supervisor  
Child & Adult Nutrition Services

**DT:** July 18, 2011

**RE:** Combined Application Renewal for Child Nutrition Programs

The application for child nutrition programs will not be mailed to each school/agency this year. In an effort to save paper and mailing costs all parts of the current application and instruction pages can be downloaded from the CANS website <http://www.doe.sd.gov/cans/nsfp.asp>. You can download and complete this on your computer. If you cannot access the web, call the CANS office at 605-773-3413 and we will fax or mail an agreement packet with the instructions to you. Please read the instruction pages carefully before beginning. Applications cover the period October 1 – September 30.

There are a number of changes on the attachments, especially to the application for free and reduced price meals. SFAs must use the 2011-12 version. Parts 4, 5, and 6 (Meals Agreement, FDP Agreement, and Policy Statement) have been updated to reflect changes in the programs. By signing Part 1, the agency agrees to abide by the new agreements and policy statement.

Please understand this is a very busy time and personnel are apt to be on the telephone. You can leave a message on the voice mail. Be assured your call will be returned as soon as possible. Staff may also be contacted through electronic mail.

The application packet can be submitted to CANS at any time with deadline being August 26. It will be acceptable to return as a paper copy to CANS or can be submitted as an e-mail attachment with the exception of Part 1. Page 4 of Part 1 requires an original signature; therefore must be mailed or submitted with an approved electronic signature.

The agency must submit one combined application (Part 1) with information for all of the various programs it operates. This includes Child & Adult Care Food Program. (This makes it essential for all involved personnel to communicate closely.) We realize that you may not know the details for the Seamless Summer or Summer Food Service Program at this point. The person signing Part 1 should be the chief administrative officer authorized to enter into agreements. It is acceptable for that person to designate others to be the "authorized representative" for individual program(s) to receive mailings and correspond with this office.

There are program changes at this time for SY2011-12. These have been provided in email notices and are posted on the CANS reauthorization website. USDA policy memos can be found at

Child and Adult Nutrition Services - DOE  
Website: <http://www.doe.sd.gov/cans/index.asp>  
This institution is an equal opportunity provider.

<http://www.fns.usda.gov/fns/regulations.htm>. State numbered memos are available on the CANS website in the appropriate program section at <http://www.doe.sd.gov/cans/index.asp>. Note that the proposed meal pattern changes will not be effective until the 2012-13 school year, at the earliest.

The Justice for All posters should be in each dining/service area visible to the patrons (children and/or parents). A small version of the new poster is available at <http://www.fns.usda.gov/cr/justice.htm>. Use version 475c.pdf.

Local Education Agencies (LEAs) that will have a program review during the 2011-2012 school year are required to complete Part 1, Part 2, and Part 3. These LEAs are being required to complete new Parts 1 thru 3 as an effort to update information that was last gathered as permanent information in the school year 1999-2000. Look for Parts 2 and 3 under "new agency" section on the web page. The list of schools/agencies scheduled for program reviews for the 2011-2012 school year are listed on page 4 of this document.

For LEAs not having a program review in school year 2011-2012, please check through Parts 2 and 3 that are currently on file at the agency and submit changes. It is not necessary to submit a change for Part 2 regarding audit, as we will obtain that information through the annual audit statement from Finance & Management.

Summer Food Service Program (SFSP) and Seamless Summer information will be mailed out in the spring to be completed and returned for approval at that time.

We must suspend reimbursement for meals and use of USDA Foods (formerly commodities) if the application is not approved by October 1. That may mean loss of payment, not just a delayed payment, in some instances. If you have problems understanding or completing the application, please contact a child nutrition program specialist from this office.

Changes to the application, agreement, or personnel during the year should be submitted in writing by the authorized representative.

Record Retention - All Programs: All records must be kept on file for three (3) years past the current year, unless the local agency requires longer retention. This includes Part 1. In addition,

- special provision schools must retain base year records for three years past the time that a new base year is established.
- if an audit on those records is in process, the records must be kept on file until the audit is complete and closed. If the local agency has a policy to retain records for a longer period of time, that is acceptable.
- parts 2 & 3 should be updated as needed and kept on file for three years past the year an update is provided.
- parts 4, 5, & 6 should be kept on file permanently or until further notice. The prior versions should be kept for three years past this year that it was renewed.

USDA policy memos can be found at <http://www.fns.usda.gov/fns/regulations.htm>. State numbered memos are available on the CANS website in the appropriate program section at <http://www.doe.sd.gov/cans/index.asp>.

Child & Adult Nutrition Services staff must approve contracts with meal vendors and service management companies (FSMC). They must meet federal contract standards as well as state law. Contact CANS for assistance with these.

Reimbursement rates for the program year and claim forms will be mailed separately. The claim for July, due in August, will be the first of the year to be submitted on the new form. The June claim, due in July, is still part of the prior year. You can also get the claim forms from the CANS website. New rates are usually announced in mid-July.

Audit statements and Financial Statements are now part of the attachments section. Each local agency must provide a copy of their audit or certify that the agency is exempt from audit.

Questions can be referred to the respective Child and Adult Nutrition Services or Office of Finance and Management staff members at 773-3413. Direct numbers are also provided.

**Child & Adult Nutrition Services - DOE**

**fax: 605-773-6846**

Cheriee Watterson <a href="mailto:cheriee.watterson@state.sd.us">cheriee.watterson@state.sd.us</a>	773-3610	School meal and school milk programs questions regarding agreements, operating procedures, meal counts, free & reduced price applications menu analysis
Jean Schuurmans <a href="mailto:jean.schuurmans@state.sd.us">jean.schuurmans@state.sd.us</a>	773-6026	
Melissa Halling <a href="mailto:melissa.halling@state.sd.us">melissa.halling@state.sd.us</a>	773-3566	Child care questions regarding agreement, meal benefit applications, and operating procedures
Samantha (Sami) Beilke <a href="mailto:samantha.beilke@state.sd.us">samantha.beilke@state.sd.us</a>	773-2977	Fresh Fruits & Vegetable Program, Child Nutrition Institute, and Technical Assistance
Julie McCord <a href="mailto:julie.mccord@state.sd.us">julie.mccord@state.sd.us</a>	773-3110	Summer Food Service applications and procedures, TEFAP
Mary Kirk <a href="mailto:Mary.kirk@state.sd.us">Mary.kirk@state.sd.us</a>	773-4718	Team Nutrition, mini-grants, HealthierUS School Challenge (HUSC)
Mark Moen <a href="mailto:mark.moen@state.sd.us">mark.moen@state.sd.us</a>	773-4769	Processing contracts, donated food, commodity orders and receipts, NOI, CSFP
Lynette Thum <a href="mailto:Lynette.thum@state.sd.us">Lynette.thum@state.sd.us</a>	773-4353	Commodity orders and receipts, processed commodities
Shar Venjohn <a href="mailto:shar.venjohn@state.sd.us">shar.venjohn@state.sd.us</a>	773-3413	Additional program application sections, refer questions to specialists
Sandra Kangas <a href="mailto:sandra.kangas@state.sd.us">sandra.kangas@state.sd.us</a>	773-4746	General program questions, food service management company contracts, special provisions

**Office of Finance and Management - DOE**

**fax: 605-773-6139**

Cody Stoeser <a href="mailto:cody.stoeser@state.sd.us">cody.stoeser@state.sd.us</a>	773-3456	Financial statements, special provisions, audits, budgets, exceptions
Laurie Schumacher <a href="mailto:laurie.schumacher@state.sd.us">laurie.schumacher@state.sd.us</a>	773-3349	Claims for reimbursement, revised claims

Claim due dates for 2011-2012. When the due date falls on a weekend or holiday, the claim is due the following business day.

Claim Month:	Due Date	(60 days) Final Deadline	(90 days) Upward Revisions Due
July	Aug 10	Sept 29	Oct 29
August	Sep 10	Oct 30	Nov 29
September	Oct 10	Nov 29	Dec 29
October	Nov 10	Dec 30	Jan 29
November	Dec 10	Jan 29	Feb 28
December	Jan 10	Feb 29	Mar 30
January	Feb 10	Apr 1	Apr 30
February	Mar 10	Apr 29	May 29
March	Apr 10	May 30	Jun 29
April	May 10	Jun 29	Jul 29
May	Jun 10	Jul 30	Aug 29
June	Jul 10	Aug 29	Sep 28

# CRE Review List for SY 2011-2012

Abbott House	Ipswich Public School District 22-6
Ability Building Services Inc	Iroquois School District 02-3
Advance	Kimball School District 07-2
Alcester-Hudson School District 61-1	Langford Area School District 45-5
Armour School District 21-1	Marion School District 60-3
Aspire Inc	Meade School District 46-1
Bennett County School District 03-1	Milbank School District 25-4
Big Stone City School District 25-1	Northern Hills Training Center
Britton-Hecla School District #45-	Parker School District 60-4
Castlewood School District 28-1	Parkston School District 33-3
Chamberlain School District 07-1	Pierre School District 32-2
Corsica School District 21-2	Rapid City Area School District 51-4
Crow Creek Sioux Tribe	Red Cloud Indian School
Dakota Milestones	Rosebud Sioux Tribe
DakotAbilities	Rosholt School District 54-4
East Dakota Educational Cooperative	SD Department of Human Services
Estelline School District 28-2	Sisseton School District 54-2
Ethan School District 17-1	St Francis Indian School
Freeman School District 33-1	St Joseph Catholic School
Hamlin School District 28-3	St Joseph Indian School
Harrisburg School District 41-2	St Thomas Aquinas School
Henry School District 14-2	Standing Rock - Rock Creek Day School
Hurley School District 60-2	Willow Lake School District 12-3
Immaculate Conception School	

Follow-up reviews from 2010-11 and Additional Administrative Reviews will be conducted as required by federal regulation.